

PROGRAM ADMINISTRATION GUIDE

JUVENILE PROBATION AND CAMPS FUNDING PROGRAM

OCTOBER 2005



**State of California
California Department of Corrections and Rehabilitation
Corrections Standards Authority
600 Bercut Drive
Sacramento, CA 95814
(916) 445-5073**

<http://www.bdcrr.ca.gov/index2.htm>

TABLE OF CONTENTS

INTRODUCTION	1
Purpose of Program Administration Guide The Corrections Standards Authority	
JPCF PROGRAM POLICIES AND PROCEDURES	1-3
Change in Contact Information Financial Invoices Budget/Program Modification Requests Semi-Annual Progress Reports Audits Monitoring Withholding of Funds Termination of Agreement	
RECORD KEEPING	3
USE OF STATE JPCF PROGRAM FUNDS	3-4
Authorized Services Eligible Costs Ineligible Costs	

INTRODUCTION

Purpose of Grant Administration Guide

This guide outlines policies and procedures established by the Corrections Standards Authority (CSA) for the Juvenile Probation and Camps Funding (JPCF) Program. By presenting information in as clear and concise a manner as possible, the guide is designed to assist counties in understanding these policies and procedures, thereby facilitating compliance with the JPCF Program Agreement (hereafter, Agreement).

The Corrections Standards Authority

The CSA, with assistance and support from its staff, is responsible for a myriad of activities related to state and local corrections systems and issues. Among other things, the CSA:

- Develops and updates minimum standards for state and local correctional facilities and conducting biennial inspections of local facilities (jails, juvenile halls and camps) to monitor compliance with standards (Facilities Standards and Operations Division);
- Develops and monitors standards for the selection and training of local corrections and probation personnel as well as state correctional peace officers (Standards and Training for Corrections Division); and
- Administers a number of state and federally funded programs designed to improve the effectiveness of the juvenile justice system through grants or direct allocations to counties, cities and community-based organizations (Corrections Planning and Programs Division).

In carrying out its many responsibilities, the CSA and its staff work very closely with county sheriffs, directors of corrections and chief probation officers, as well as state corrections officials and community-based service providers, to achieve continued improvement in the conditions of detention facilities and delivery of corrections programs. This collaboration also helps ensure the responsible administration of state funds.

JPCF PROGRAM POLICIES AND PROCEDURES

The Agreement between the CSA and counties for the JPCF Program includes pertinent contact information (Sections A through D); budget and program information for the fixed (non-camp) allocation (Section E); a Camp Allocation Eligibility Form (Section F); and a resolution from the county Board of Supervisors (Section G). In signing the Agreement on behalf of the Board of Supervisors (Section H), the Chief Probation Officer is assuring that the county will abide by the following policies and procedures established for the JPCF Program.

Change in Contact Information: CSA staff communicates regularly with the individuals who oversee and administer state-funded programs under the agency's jurisdiction. For this reason, any changes to the contact information outlined in the Agreement must be submitted in writing (U.S. mail or e-mail) to the county's assigned Field Representative (FR). A listing of FR assignments is available at: http://www.bdcorr.ca.gov/cppd/program_staff_assignments.htm.

Financial Invoices: For the JPCF Program's fixed (non-camp) allocation, counties are paid in arrears for actual expenditures. To minimize errors and expedite the reimbursement process, the CSA uses an on-line invoicing process that is individually tailored to each county. Counties must submit invoices on Form CSA 201-JPCF. Once counties have an executed Agreement

with the CSA, the invoice form and instructions will be posted on the CSA's web site at: http://www.bdcrr.ca.gov/cppd/jpcf/juvenile_probation_camps_funding_program.htm.¹ The Designated Financial Officer for the county's JPCF program must certify that each invoice submitted to the CSA is accurate and reflects actual expenditures incurred by the county (the form includes a certification checkbox).

Counties must submit invoices on a quarterly basis no more than 45 days following the end of each quarter (as an example, see the schedule for 2005-06 below). CSA staff processes the invoices and submits claims to the State Controller's Office. As soon as the CSA receives reimbursement checks from the SCO, they will be mailed to the individual identified in the Agreement as the Payment Receiver. An approved copy of the invoice will be mailed to the Designated Financial Officer.

2005-06 Reporting Period for Fixed Allocations	Invoice Due No Later Than:
1. July 1, 2005 – September 30, 2005	November 15, 2005
2. October 1, 2005 – December 31, 2005	February 15, 2006
3. January 1, 2006 – March 31, 2006	May 15, 2006
4. April 1, 2006 – June 30, 2006	August 15, 2006

Budget/Program Modification Requests: Section E of the Agreement outlines the total fixed allocation budget and program-specific budget(s). Although the CSA understands that counties may need to shift funds between line items during the course of the Agreement period, no change in the total fixed allocation budget or program-specific budget(s) may be implemented without prior written approval from the CSA. Requests approved by the Chief Probation Officer and Designated Financial Officer must be submitted to the CSA on Form CSA 223-JPCF. Once counties have a fully executed Agreement with the CSA, this form and the instructions for completing it will be available on the web at the same address indicated above. An approved copy of the modification form will be mailed to the Designated Financial Officer.

Semi-Annual Progress Reports: Each grant and direct allocation program administered by the CSA is subject to some level of evaluation in order to determine if the program is achieving its desired goals and outcomes. Toward this end, counties must submit Semi-Annual Progress Reports to the CSA. These reports are designed to provide data that will assist the CSA in assessing the overall impact of the JPCF Program and sharing pertinent information with state policymakers, legislative staff, etc. The form for the Semi-Annual Progress Reports, which must be submitted 45 days after the end of each six-month period, is available on the CSA's web site at the same address noted above (see schedule below for 2005-06 reports). Counties should email reports to their assigned Field Representative.

2005-06 Reporting Period	Progress Report Due No Later Than:
1. July 1, 2005 – December 31, 2005	February 15, 2006
2. January 1, 2006 – June 30, 2006	August 15, 2006

Audits: The CSA reserves the right to call for a financial and/or program audit at any time between the execution of the Agreement and 60 days after the end of the Agreement period. Should an audit finding occur, a corrective action plan must be submitted to the CSA, and any disallowed expenditures must be returned to the State within 120 days after completion of the audit. Please see the section on Record Keeping for additional information.

¹ The process for allocating camp funds, while not yet finalized, should mirror the system counties used before the CSA assumed responsibility for this program.

Monitoring: To help ensure that counties are complying with the policies governing the JPCF Program and to provide technical assistance as needed, CSA staff may conduct on-site visits. For this reason, CSA staff must be given suitable access to program activities, sites, and JPCF-funded staff at all reasonable times during the Agreement period.

Withholding of Funds: The CSA may withhold all or any portion of the fixed allocation funds in the event that the county has failed to comply with the policies and procedures governing the JPCF Program. In addition, if CSA staff or an audit determines that funds were expended for ineligible costs, the CSA may withhold an equal amount from subsequent payments to the county or require repayment of an equal amount to the state by the county. Please refer to the Section entitled Use of State JPCF Funds for more information.

Termination of Agreement – The Agreement may be subject to termination by the CSA for the following reasons:

1. Change in funding: If funds the CSA relied upon to establish the Agreement are withdrawn, reduced, or limited, or if additional or modified conditions are placed on such funding, the CSA may terminate the Agreement by providing written notice to the Chief Probation Officer. The termination shall be effective on the date specified in the notice of termination.
2. Default: The CSA may terminate the Agreement if the county has failed to comply with the statute and policies governing the JPCF Program. The CSA may terminate the Agreement by giving the county a minimum of a 30-day written notice.

Additionally, the county may terminate the Agreement by giving the CSA a minimum of a 30-day written notice.

RECORD KEEPING

All records relevant to the JPCF Program must be preserved a minimum of three years after the Agreement period (each fiscal year beginning in 2005-06). Records shall be subject at all reasonable times to inspection, copying, excerpting, and auditing by the CSA or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it.

Counties must utilize generally accepted government accounting principles and practices that sufficiently and properly document all expenditures claimed under the Agreement. Supporting documentation for the expenditure of state funds must be maintained in sufficient detail as to provide an adequate audit trail (e.g., records must include time and attendance reports for all JPCF-funded positions, both full and part-time). An Audit Documentation Checklist is available at http://www.bdcrr.ca.gov/cppd/jpcf/juvenile_probation_camps_funding_program.htm.

USE OF STATE JPCF PROGRAM FUNDS

Authorized Services: All funds allocated to counties through the JPCF Program are intended to support the delivery of services authorized by the enabling legislation (Chapter 74, Statutes of 2005). There are 23 categories of services eligible for expenditures. These are:

- | | |
|---|---|
| 1. Educational Advocacy/Attendance Monitoring | 13. Respite Care |
| 2. Mental Health Assessment/Counseling | 14. Counseling, Monitoring, & Treatment |
| 3. Home Detention | 15. Gang Intervention |
| 4. Social Responsibility Training | 16. Sex and Health Education |
| 5. Family Mentoring | 17. Anger Mgmt., Violence Prevention, Conflict Resolution |
| 6. Parent Peer Support | 18. Aftercare Services |
| 7. Life Skills Counseling | 19. Information/Referral-Community Services |
| 8. Prevocational/Vocational Training | 20. Case Management |
| 9. Family Crisis Intervention | 21. Therapeutic Day Treatment |
| 10. Ind., Family, & Group Counseling | 22. Transportation for JPCF Services |
| 11. Parenting Skills Development | 23. Emergency and Temporary Shelter |
| 12. Drug and Alcohol Education | |

Eligible Costs: Funds may be used to support the following costs.

1. **Salaries and benefits** for staff funded in whole or part by JPCF Program monies.
2. **Services and supplies** directly associated with program services (e.g., facility lease/rent, and office/program supplies).
3. **Professional services** needed to implement and/or support program services.
4. **Community-Based Organization (CBO) Contracts** necessary for the implementation and/or delivery of program services.
5. **Fixed assets/Equipment** necessary for the delivery of program services.
6. **Indirect Costs** includes operational overhead and administrative costs. Total state funds claimed in this line item may not exceed 15 percent of the county's fixed allocation.
7. **Other Costs** (including program-related training and travel necessary for the success of the program). Costs incurred by county employees will be reimbursed in accordance with county travel policy. Costs incurred by CBO staff will be reimbursed in accordance with the State of California's travel policies, which may be reviewed on the Department of Personnel Administration's web site at <http://www.dpa.ca.gov/jobinfo/statetravel.shtm>.

Ineligible Costs: The following costs are not eligible for reimbursement.

- Facility construction costs;
- Personal injury compensation or damages arising out of, or connected with, JPCF-supported programs, whether determined by adjudicated, arbitration, negotiation, or otherwise;
- Fines and penalties due to violation of, or failure to comply with, federal, state, or local laws and ordinances;
- Costs arising out of, or attributable to, the county's malfeasance, mismanagement or negligence;
- Costs arising out of, or connected with, subcontractor claims against the county;
- Bonuses or commissions;
- Lobbying or fundraising activities; and
- Costs incurred before or after the Agreement period.